

**Submitted:** 3/8/2012  
**Jurisdiction:** Maryland  
**Agency:** Property Tax Assessment Appeal Board  
**Division:** Central Office

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 275  
**MSA ID:** SE55-2387

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## Proposal and Certificate of Records Disposition

| Item No. | Description of Records<br>(Same Title as listed on Schedule)  | Authorization             |                            | Inclusive Dates of<br>Records Destroyed | Volume    | Date of<br>Disposal | Method Of<br>Disposal |
|----------|---|---------------------------|----------------------------|---|-----------|---------------------|-----------------------|
|          |   | Retention<br>Schedule No. | Section and/or<br>Item No. |   |           |                     |                       |
| 1        | Items requested to be disposed are banker boxes of agency bills (ie; phone, copy leases, garage parking, etc.), payroll vouchers for board member, timesheets for full-time 9 employees and basic memos and correspondence throughout the state. We are a small independent agency and do not retain sensitive material. Total is approx. 16 banker boxes 12X15 | N/A                       | N/A                        | 2000-2008                               | 16 cu ft. | 03/07/2012          | Shredded              |

### Destruction Approved by Maryland State Archives

3/2/2012

Date



State Archivist

### Destruction Certification

Julie Greene

Signature

Executive Associate

Title

3/8/2012

Date